



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is:

<http://www.GSAAdvantage.gov>.

Schedule Title: Professional Services Schedule (00CORP)

Incorporating: Former LOGWORLD and PES

Contract Number: GS-00F-229CA

For more information on ordering from Federal Supply Schedules

Click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: July 29, 2015 – July 28, 2020

Contractor: DLS Engineering Associates, Inc.
(d.b.a.) DLS Engineering
192 Ballard Ct., Suite 102
Virginia Beach, VA 23462-6538

Business Size: Small, Woman Owned Business

Telephone: (757) 494-5151

FAX Number: (757) 494-0009

Web Site: <http://www.dlsengineering.com>

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Contract Administration: Michael C Hagerty



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DLS ENGINEERING ASSOCIATES, INC. COMPANY OVERVIEW

DLS Engineering Associates, Inc. has specialized in providing professional logistics, engineering, and IT services to the federal government since 1995. Owned and operated by Donna Scassera, PE, DLS Engineering has successfully started, transitioned, and managed contracts that improve performance, reliability, and maintainability of systems and processes, resulting in extended service life and reduced cost and risk. From concept development to operational capability, DLS Engineering delivers sustainable solutions.

We provide program and project management services tailored to achieve customer cost, schedule, and performance goals. With 20 years' of experience, DLS Engineering combines the perspective and stability of a large business with the agility and responsiveness you expect of a small business to provide the program coordination and project management services that ensure success.

DLS Engineering also provides a diverse range of engineering technical support and integrated logistics services tailored to our customer's needs. We have the expertise and agility to deliver timely, reliable, and sustainable solutions throughout the system's lifecycle.



CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description	Page
C871-2	C871-2RC	Concept Development and Requirements Analysis	
C871-3	C871-3RC	System Design, Engineering and Integration	
C871-4	C871-4RC	Test and Evaluation	
C871-5	C871-5RC	Integrated Logistics Support	
C871-6	C871-6RC	Acquisition and Life Cycle Management	
C871-7	C871-7RC	Construction Management	
C874-501	C874-501 RC	Supply and Value Chain Management	
C874-503	C874-503 RC	Distribution and Transportation Logistics Services	
C874-504	C874-504 RC	Deployment Logistics	
C874-505	C874-505RC	Logistics Training Services	
C874-507	C874-507 RC	Operations & Maintenance Logistics Management and Support Services	

1b. Pricing: All pricing information is contained in Appendix 1.

1c. Hourly Rates: See Appendix 1.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas.

5. Point(s) of production (city, county, and state or foreign country): Same as company address.

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Appendix 1.

7. Quantity discounts: None Offered.

8. Prompt payment terms: 0.5% - 10 days; Net 30 days.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will not accept over the micro-purchase threshold.

10. Foreign items (list items by country of origin): None.

11a. Time of Delivery: Specified on the Task Order.



- 11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor.
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor.
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor.
- 12. F.O.B Points(s):** Destination.
- 13a. Ordering Address(es):** Same as Contractor.
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es):** Same as company address.
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.
- 25. Data Universal Numbering System (DUNS) number:** 947103347



26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered.

27. Final Pricing:

The rates shown in Appendix 1 include the Industrial Funding Fee (IFF) of 0.75%.



INFORMATION FOR ORDERING OFFICES

1. Type of Contractor: Women-Owned Small Business

2. Contractor's Taxpayer Identification Number (TIN): 54-1754565

3. CAGE Code: 024K8

4. DUNS Number: 94-7103347

5. Inspection/Acceptance

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

6. Limitation of Liability

Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

7. Special Provisions for Task Orders

Agencies may incorporate provisions in their task orders that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law.

8. Security Requirements

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency.

9. FAR 8.405-2 - Ordering Procedures for Services Requiring a Statement of Work

(a) *General.* Ordering activities shall use the procedures in this subsection when ordering services priced at hourly rates as established by the schedule contracts. The applicable services will be identified in the Federal Supply Schedule publications and the contractor's pricelists.

(b) *Statements of Work (SOWs).* All Statements of Work shall include the work to be performed; location of work; period of performance; deliverable schedule; applicable performance standards; and any special requirements (e.g., security clearances, travel, and special knowledge). To the



maximum extent practicable, agency requirements shall be performance-based statements (see Subpart 37.6).

(c) *Request for Quotation procedures.* The ordering activity must provide the Request for Quotation (RFQ), which includes the statement of work and evaluation criteria (e.g., experience and past performance), to schedule contractors that offer services that will meet the agency's needs. The RFQ may be posted to GSA's electronic RFQ system, e-Buy (see 8.402(d)).

(1) *Orders at, or below, the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among contractors.

(2) *For orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.*

(i) The ordering activity shall develop a statement of work, in accordance with 8.405-2(b).

(ii) The ordering activity shall provide the RFQ (including the statement of work and evaluation criteria) to at least three schedule contractors that offer services that will meet the agency's needs.

(iii) The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the statement of work.

(3) *For proposed orders exceeding the maximum order threshold or when establishing a BPA.* In addition to meeting the requirements of 8.405-2(c) (2), the ordering activity shall-

(i) Provide the RFQ (including the statement of work and evaluation criteria) to additional schedule contractors that offer services that will meet the needs of the ordering activity. When determining the appropriate number of additional schedule contractors, the ordering activity may consider, among other factors, the following:

(A) The complexity, scope and estimated value of the requirement.

(B) The market search results.

(ii) Seek price reductions.

(4) The ordering activity shall provide the RFQ (including the statement of work and the evaluation criteria) to any schedule contractor who requests a copy of it.

(d) *Evaluation.* The ordering activity shall evaluate all responses received using the evaluation criteria provided to the schedule contractors. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Place the order, or establish the BPA, with the schedule contractor that represents the best value (see 8.404(d)). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests



information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.

10. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (also referred to as open market items) to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (a) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (b) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (c) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (d) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

11. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts including, but not limited to:

- (a) Manufacturer;
- (b) Manufacturer's Part Number; and
- (c) Product categories.

Agencies can browse *GSA Advantage!* By accessing the Internet World Wide Web utilizing a browser (ex. Netscape). The Internet address is <http://www.gsaadvantage.gov/>.



BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c) (3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool.

CONTRACTOR TEAMING ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74; Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

CONTRACT SUMMARY

DLS has been awarded a Federal Supply Schedule Contract for the Consolidated Schedule, which brings together elements from the LOGWORLD and PES Schedules. Orders can be awarded to DLS under eleven (11) Special Item Numbers (SINs). A full description of each SIN definition are provided on the following pages.

Task orders placed must identify the SIN or SINs under which the task is to be performed. Orders may be placed on a Firm Fixed Price or Time and Materials basis utilizing the labor categories and rates defined in the contract.

APPENDIX 1

PRICE LIST FOR SIN CODES C871-2 THROUGH C871-7 (FORMER PES)

Item	SIN	Awarded Labor Category	Site	Year 1 7/29/2015 – 7/28/2016	Year 2 7/29/2016 – 7/28/2017	Year 3 7/29/2017 – 7/28/2018	Year 4 7/29/2018 – 7/28/2019	Year 5 7/29/2019 – 7/28/2020
1	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Acquisition Specialist	Both	\$93.95	\$96.21	\$98.52	\$100.88	\$103.30
2	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Administrative Assistant III	Both	\$61.64	\$63.12	\$64.64	\$66.19	\$67.78
3	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Civil Designer, Senior (Design Manager)	Both	\$122.30	\$125.24	\$128.24	\$131.32	\$134.47
4	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Civil Engineer, Junior	Both	\$88.97	\$91.10	\$93.29	\$95.53	\$97.82
5	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Civil Engineer, Principal	Both	\$133.88	\$137.10	\$140.39	\$143.75	\$147.20
6	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Civil Engineer, Senior	Both	\$102.25	\$104.71	\$107.22	\$109.79	\$112.43
7	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Claims Analyst, Senior	Both	\$101.63	\$104.07	\$106.57	\$109.13	\$111.75
8	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Construction Manager, Junior	Both	\$119.61	\$122.48	\$125.42	\$128.43	\$131.51
9	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Construction Manager, Senior	Both	\$128.13	\$131.20	\$134.35	\$137.57	\$140.88
10	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Construction Inspector	Both	\$79.00	\$80.90	\$82.84	\$84.83	\$86.86
11	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Contracts Administrator	Both	\$119.39	\$122.25	\$125.19	\$128.19	\$131.27
12	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Data Entry Clerk III	Both	\$42.32	\$43.34	\$44.38	\$45.44	\$46.53
13	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Drafter II	Both	\$53.41	\$54.69	\$56.00	\$57.34	\$58.72
14	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Drafter III	Both	\$63.39	\$64.91	\$66.47	\$68.06	\$69.70



15	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Electrical Engineer, Junior	Both	\$66.64	\$68.24	\$69.88	\$71.56	\$73.27
16	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Electrical Engineer, Principal	Both	\$117.31	\$120.13	\$123.01	\$125.96	\$128.99
17	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Electrical Engineer, Senior	Both	\$95.96	\$98.26	\$100.62	\$103.03	\$105.51
18	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineer Electronic	Both	\$71.21	\$72.92	\$74.67	\$76.46	\$78.30
19	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineer I	Both	\$69.94	\$71.62	\$73.34	\$75.10	\$76.90
20	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineer II	Both	\$78.25	\$80.13	\$82.05	\$84.02	\$86.04
21	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineer III	Both	\$89.97	\$92.13	\$94.34	\$96.61	\$98.93
22	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineer IV	Both	\$108.78	\$111.39	\$114.06	\$116.80	\$119.60
23	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineer V	Both	\$126.78	\$129.82	\$132.94	\$136.13	\$139.40
24	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineering Technician	Both	\$46.59	\$47.71	\$48.86	\$50.03	\$51.23
25	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineering Technician II	Both	\$57.72	\$59.11	\$60.53	\$61.98	\$63.47
26	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineering Technician III	Both	\$82.70	\$84.69	\$86.72	\$88.80	\$90.93
27	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Engineering Typist (Technical Typist)	Both	\$35.65	\$36.51	\$37.38	\$38.28	\$39.20
28	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Environmental Engineer	Both	\$126.07	\$129.10	\$132.20	\$135.37	\$138.62
29	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Estimator	Both	\$60.74	\$62.19	\$63.69	\$65.22	\$66.78
30	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Estimator, Senior	Both	\$79.88	\$81.80	\$83.76	\$85.77	\$87.83
31	C871-2, C871-3, C871-4,	Field Engineering Manager	Both	\$94.42	\$96.69	\$99.01	\$101.38	\$103.82



	C871-5, C871-6, C 871-7							
32	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	ILS Manager	Both	\$69.68	\$71.36	\$73.07	\$74.82	\$76.62
33	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Jr. Engineer (Scientist)	Both	\$98.14	\$100.50	\$102.91	\$105.38	\$107.91
34	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Marine Engineer	Both	\$89.56	\$91.71	\$93.91	\$96.17	\$98.48
35	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Mechanical Designer I	Both	\$51.05	\$52.28	\$53.53	\$54.82	\$56.13
36	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Mechanical Designer II	Both	\$62.59	\$64.09	\$65.63	\$67.21	\$68.82
37	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Mechanical Designer III	Both	\$73.64	\$75.41	\$77.22	\$79.07	\$80.97
38	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Mechanical Engineer, Junior	Both	\$80.61	\$82.54	\$84.52	\$86.55	\$88.63
39	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Mechanical Engineer, Principal	Both	\$145.78	\$149.28	\$152.86	\$156.53	\$160.29
40	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Mechanical Engineer, Senior	Both	\$113.43	\$116.16	\$118.94	\$121.80	\$124.72
41	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Program Manager	Both	\$91.02	\$93.20	\$95.44	\$97.73	\$100.08
42	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Project Coordinator	Both	\$82.70	\$84.69	\$86.72	\$88.80	\$90.93
43	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Project Engineer/ Office Engineer, Senior	Both	\$116.02	\$118.80	\$121.65	\$124.57	\$127.56
44	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Project Manager	Both	\$86.00	\$88.07	\$90.18	\$92.34	\$94.56
45	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Project Manager Senior - Construction	Both	\$127.24	\$130.29	\$133.42	\$136.62	\$139.90
46	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Project Manager, Assistant	Both	\$74.24	\$76.02	\$77.85	\$79.72	\$81.63
47	C871-2, C871-3, C871-4, C871-5, C871-6, C 871-7	Quality Assurance Engineer	Both	\$107.45	\$110.03	\$112.67	\$115.37	\$118.14



48	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Quality Assurance Specialist, Junior	Both	\$82.70	\$84.69	\$86.72	\$88.80	\$90.93
49	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Quality Assurance Specialist, Senior	Both	\$92.63	\$94.85	\$97.13	\$99.46	\$101.84
50	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Scheduler	Both	\$52.42	\$53.68	\$54.96	\$56.28	\$57.63
51	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Scheduler, Senior	Both	\$62.20	\$63.70	\$65.22	\$66.79	\$68.39
52	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Senior Logistician	Both	\$70.35	\$72.04	\$73.77	\$75.54	\$77.35
53	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Sr. Technical Writer	Both	\$71.68	\$73.40	\$75.16	\$76.96	\$78.81
54	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Structural Engineer, Junior	Both	\$76.72	\$78.56	\$80.44	\$82.37	\$84.35
55	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Structural Engineer, Principal	Both	\$114.51	\$117.26	\$120.07	\$122.96	\$125.91
56	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Structural Engineer, Senior	Both	\$94.91	\$97.19	\$99.52	\$101.91	\$104.36
57	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Subject Matter Expert III	Both	\$82.70	\$84.69	\$86.72	\$88.80	\$90.93
58	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Subject Matter Expert IV	Both	\$92.63	\$94.85	\$97.13	\$99.46	\$101.84
59	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Systems Engineer, Junior	Both	\$99.24	\$101.62	\$104.06	\$106.56	\$109.11
60	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Systems Engineer, Senior	Both	\$106.03	\$108.58	\$111.18	\$113.85	\$116.58
61	C871-2, C871-3, C871-4, C871-5, C871-6, C871-7	Word Processor	Both	\$27.21	\$27.86	\$28.53	\$29.22	\$29.92



SCA Matrix

For SINs C871-2 – C871-7:

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant III	01020 Administrative Assistant	05-2103
Engineering Technician I	30081 - Engineering Technician I	05-2103
Engineering Technician II	30082 - Engineering Technician II	05-2103
Engineering Technician III	30083 - Engineering Technician III	05-2103
Word Processor	01612 - Word Processor II	05-2059

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

LABOR CATEGORY DESCRIPTIONS FOR SIN CODES C871-2 THROUGH C871-7 (FORMER PES)

Labor Category	Labor Category Description	Education/Experience Requirements
Acquisition Specialist	Responsible to the Program Manager for overseeing the procurement infrastructure supporting extensive engineering projects. Manages the competitive bid process as directed by the FAR for acquisition of third party services and products. Accounts for deliverables from supporting vendors and Government Furnished Equipment (GFE). Maintains inventories and status of controlled items. Develops system life cycle support plans detailing reliability and maintainability requirements and corresponding hardware and software support strategies. Oversees the execution of system life cycle support plans, maintains performance statistics, and generates appropriate life cycle support status reports.	B.A./B.S. in a related discipline. Minimum of 6 years experience including at least 3 years experience managing personnel in this skill area.
Administrative Assistant III	Maintain records and files on construction projects and contracts including checking of bonds, specifications, forms, contracts and related documents. Provide information by telephone and through correspondence on requirements concerning bonds, insurance, licenses, signatures, specification, bid procedures, change orders and payments. Assist professional staff members in performing assigned technical tasks under immediate supervision. Prepare written materials including correspondence,	A.A./A.S. Degree or certification. Must have five (5) years of experience in Project Administration. 7 years relevant experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	reports, procedural guides and instructions. Assist in financial analysis by making computations and comparisons. Must operate a computer.	
Civil Designer, Senior (Design Manager)	Manages a team of designers and drafters that use computer aided design (CAD) for products. Ensures the drawings and designs are completed on time and adhere to the established specifications and standards. May prepare project schedules, bids, or proposals. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.	Bachelor's Degree in Engineering. Minimum/General Experience 7 years of experience in the field or in a related area. Demonstrates expertise in a wide variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Civil Engineer, Junior	Designs and supervises construction projects such as airports, bridges, channels, dams, railroads, and roads. Responsibilities also include estimating costs and personnel and material needs, preparing proposals and establishing completion dates. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	Requires a Bachelor's Degree in Engineering. Minimum/General Experience 0 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
Civil Engineer, Principal	Designs and supervises construction projects such as airports, bridges, channels, dams, railroads, and roads. Responsibilities also include estimating costs and personnel and material needs, preparing proposals and establishing completion dates. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. May report to an executive or a manager.	Bachelor's Degree in Engineering. 7 years of experience in the field or in a related area. Minimum/General Experience Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience

Labor Category	Labor Category Description	Education/Experience Requirements
		and judgment to plan and accomplish goals.
Claims Analyst, Senior	Responsible for overall management of dispute and/or claim preparation or resolution recommendation work product. Leads the preparation of recommendation development. Experience in conducting Time Impact Analysis, Cause and Effect Analysis, Cost and Schedule Integration, determining entitlement and providing court ready examples. Experienced in arbitration/court settings.	B.A./B.S. Degree. Must have ten (10) years of specialized experience in engineering and/or construction expertise area at least five (5) of which have been directly involved with disputes/claims identification, documentation and resolution.
Construction Manager, Junior	Responsible for the overall management of construction projects. May oversee multiple projects at one time. Ensures construction projects are completed on time and to the client's satisfaction. Assists in staffing, outlining project plans, setting project goals/deadlines, and evaluating performance. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.	Bachelor's Degree in Engineering, Architecture or Construction Management Certification Required. 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Construction Manager, Senior	Provide pre-construction activities including, assist in bid evaluation, preparing bid analyses. Evaluate contractor responsibility. Attend bid evaluation meetings. Perform day-to-day contract administration including coordinating pre-construction schedule, schedule of values, submittals, and generally respond to contractor's questions regarding contract administration. Supervise, coordinate and direct the CM staff. Perform other CM management functions as outlined in contract.	Bachelor's Degree in Engineering, Architecture or Construction Management. Minimum/General Experience Must have minimum 10 years' experience in construction management.

Labor Category	Labor Category Description	Education/Experience Requirements
Construction Inspector	Inspects initial construction and additional repairs to ensure adherence to contract specifications, building ordinances, and zoning laws. May be assigned to residential or commercial structures.	High School Diploma or equivalent. 2 of years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.
Contracts Administrator	Responsible for establishing and maintaining a system or program to control procurement documents and interface with the suppliers or subcontractors contracting officers. Prepares procurement documents, which include subcontracts, statements of work, task orders, and purchase orders. Prepares Requests for Proposals, subcontracts, purchase orders and task orders, based upon purchase requisitions or requests from project managers. Coordinates the review and approval of procurement documents and maintains record files of procurement documents. Negotiates and manages contractual issues with suppliers and subcontractors and ensures subcontracts are prepared as required by the client's contract requirements and applicable FARs. This position has no continuous supervisory responsibilities, but may guide or direct the activities of specific personnel on an intermittent basis as directed by a program or department manager.	Bachelor's Degree in related field. 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.
Data Entry Clerk III	Operates a data entry device to input lists, records, or other data points into an electronic format. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	High School Diploma or equivalent. 5 years of experience in the field or in a related area.

Labor Category	Labor Category Description	Education/Experience Requirements
Drafter II	Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.	Requires an A.A./A.S. Degree or certification. Minimum/General Experience 2 years of experience in the field or in a related area.
Drafter III	Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Requires an A.A./A.S. Degree or certification. 4 years of experience in the field or in a related area.
Electrical Engineer, Junior	Designs, tests, installs, and maintains large-scale electronic equipment or machinery for use in manufacturing or power generation or transmission. May use computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	Bachelor's Degree in Engineering. 0 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Labor Category	Labor Category Description	Education/Experience Requirements
Electrical Engineer, Principal	Designs, tests, installs, and maintains large-scale electronic equipment or machinery for use in manufacturing or power generation or transmission. May use computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Bachelor's Degree in Engineering. 8 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Electrical Engineer, Senior	Designs, tests, installs, and maintains large-scale electronic equipment or machinery for use in manufacturing or power generation or transmission. May use computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.	Bachelor's Degree in Engineering. 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.
Engineer Electronic	Designs, develops, tests, or supervises the manufacturing and installation of electronic/electrical equipment, components, or systems for commercial, industrial, military, or scientific use.	B.S Degree. 6 Years of related experience.
Engineer I	Working under supervision in the performance of technical activities, applies standard engineering knowledge and practice in support of technical programs. Contributes to findings, conclusions and recommendations used in technical reports.	B.S. Degree. 0 years of relevant work experience.
Engineer II	Working under moderate supervision in the application of engineering knowledge, carries out professional assignments that require use of conventional analysis programs, approaches, or techniques to support technical programs. Develops findings, conclusions and recommendations and prepares and presents client reports or sections thereof.	B.S. Degree. Minimum/General Experience 4 years of relevant work experience.

Labor Category	Labor Category Description	Education/Experience Requirements
Engineer III	Working with minimal oversight, carries out assignments often requiring the development of new tools or improved methods, techniques and procedures. Displays expert and innovative use of concepts and principles in conducting complex assignments. Develops related findings, conclusions and recommendations and prepares and presents client reports.	B.S. Degree. 8 years of relevant work experience. Alternate Education/Experience Requirement: Master s degree plus 6 years of relevant work experience and/or Doctorate plus 4 years of relevant work experience is required.
Engineer IV	Manages, directs, and carries out complex assignments often requiring the development of new concepts, techniques and procedures. Requires experience in managing diverse functional and subordinate activities and groups of technical and administrative personnel. Requires experience in management and control of large budgets for complex, multi-task, commercial and government contracts. Provides communication to all levels of management and staff for planning and control of projects and communicates with customer and agency representatives. Formulates and reviews project feasibility studies, determines costs, and ensures that work standards, schedules, policies, purposes, and goals are communicated to subordinates and subcontractors for the performance of work. Prepares and delivers presentations to colleagues, subordinates, and government representatives.	B.S. Degree. 12 years of relevant work experience. Alternate Education/Experience Requirement: Masters degree plus 10 years of relevant work experience and/or Doctorate plus 8 years of relevant work experience is required.
Engineer V	Oversees major programs or performs independent work of significant technical value for government and industry customers. Has outstanding knowledge and competence in one or more specific technical areas and is recognized internally and externally as exceedingly well qualified to conceptualize, manage, coordinate, and carry out complex projects and programs. External reputation may be national or international within area of expertise. Applies expert knowledge of scientific concepts, principles, and practices in his/her field of expertise and contributes to advancing that field. Manages resources and activities or defines technical approaches to be implemented by others. Prepares and delivers presentations to colleagues, subordinates, and government representatives.	M.S. Degree (Doctorate preferred). 20 or more years of experience is generally required.

Labor Category	Labor Category Description	Education/Experience Requirements
Engineering Technician	Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting; Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data; Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.	Bachelor's degree or certification. 1 years of related experience.
Engineering Technician II	Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. May be involved in fabrication, operation, application, installation, and/or repair of mechanical products. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	Bachelor's Degree or certification. 3 years of related experience.
Engineering Technician III	Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. May be involved in fabrication, operation, application, installation, and/or repair of mechanical products. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	B.A./B.S. Degree or certification. 5 years of related experience.
Engineering Typist (Technical Typist)	Administers Databases for the engineering department. Creates and follows up on equipment purchase orders for the engineering department. Administers meetings for the department. Performs drafting and some design functions for the department. Assists engineers in Engineering Projects including process studies, cost improvement, prototyping, etc. Administers the design control functions of the department. Performs additional duties as assigned.	High School Diploma or equivalent; proficient in PC Skills (Word, Excel, Database). Four years in support of administrative and drafting functions of an Engineering Department.

Labor Category	Labor Category Description	Education/Experience Requirements
Environmental Engineer	Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Typically reports to a manager or head of a unit/department.	Bachelor's Degree in area of specialty. 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Estimator	Forecasts project costs. Helps determine necessary resources for projects based on cost estimates. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	Requires a Bachelor's Degree. 0 years of experience.
Estimator, Senior	Forecasts project costs. Gathers details and compiles data to estimate all production costs according to specifications. Considers raw materials, labor, equipment, tools, labor and transportation for estimations. Helps determine necessary resources for projects based on cost estimates and budgetary constraints. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.	Requires a Bachelor's Degree. 4 years of experience in the field or in a related area.
Field Engineering Manager	Plans and directs all activities at construction sites. Monitors and works to ensure construction progresses as scheduled and contract specifications are adhered to. Inspects construction site daily and works with contractors to schedule deliveries. Ensures all construction engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.	Bachelor's Degree in area of specialty. 10 years of experience in the field or in a related area.

Labor Category	Labor Category Description	Education/Experience Requirements
ILS Manager	May plan, integrate and monitor the integrated logistics element functional areas such as design, maintenance, planning, manpower and personnel, supply support, support equipment and test, measurement and diagnostic equipment, training, technical data, computer resources, packaging, handling and storage, transportation and facilities. May conduct advanced technical research in related areas. May direct the work of others.	Bachelor's degree in related field. 6 years of experience in the field or in a related area. Alternate Minimum Education and Experience requirements: High School diploma (or equivalent) and 10 years of experience in the field or in a related area.
Jr. Engineer (Scientist)	Design, develop, test, or supervise the manufacturing and installation of equipment, components, or systems for scientific use.	Bachelor's degree in related field. 3 years of related experience are required.
Marine Engineer	Requires a knowledge of naval construction, together with marine, mechanical, electrical and electronic engineering. May design, construct, operate and maintain engineering systems used in ships and offshore installations; may be involved in research and development, or manufacture and installation of related systems; may inspect ships and offshore installations and plant, examining their design, construction, seaworthiness, and safety; may function as project lead; may perform other related duties.	Masters degree in related discipline; or Bachelors degree in related discipline and eight (8) years of related experience; depending upon engineering discipline, a combination of vocational and/or military certifications plus three (3) years experience may be substituted for degree.

Labor Category	Labor Category Description	Education/Experience Requirements
Mechanical Designer I	Designs and develops layouts for mechanical systems. Assists in the production of detailed schematics for HVAC or plumbing systems. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	Requires a Bachelor's Degree in a related area. 0 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.
Mechanical Designer II	Designs and develops layouts for mechanical systems. Assists in the production of detailed schematics for HVAC or plumbing systems. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.	Requires a Bachelor's Degree in a related area. 2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.
Mechanical Designer III	Designs and develops layouts for mechanical systems. Assists in the production of detailed schematics for HVAC or plumbing systems. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.	Requires a Bachelor's Degree in a related area. 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.

Labor Category	Labor Category Description	Education/Experience Requirements
Mechanical Engineer, Junior	Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. May be involved in fabrication, operation, application, installation, and/or repair of mechanical products. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	Requires a Bachelor's Degree in Engineering. 0 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
Mechanical Engineer, Principal	Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. May be involved in fabrication, operation, application, installation, and/or repair of mechanical products. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Bachelor's Degree in Engineering. Minimum/General Experience 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.
Mechanical Engineer, Senior	Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. May be involved in fabrication, operation, application, installation, and/or repair of mechanical products. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.	Bachelor's Degree in Engineering. 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.
Program Manager	Manage and administer all contract-related performance on programs requiring complex systems and equipment design, development, implementation, repair, maintenance, testing, troubleshooting, installation, and/or field support;. Understand the proper application of diverse engineering related technologies; Perform project planning and resource coordination, including subcontractor management; Estimate, manage, track, and control financial budgets and project-related resources, including subcontracted resources; Estimate and proactively manage project-related workload requirements; Conduct performance	Bachelor's degree in Engineering, Engineering Technology, Management, Business Administration, or similar discipline. 4 years experience related to systems engineering or systems

Labor Category	Labor Category Description	Education/Experience Requirements
	measurement, and analyze and report measurement results; Provide technical guidance and oversight in support of project team personnel; Apply business area analysis expertise; Manage, supervise, and monitor contract administration activities; Participate in and support problem resolution; Serve as the client's primary point of contact and to ensure the timely delivery of client support.	integration, and 2 years experience managing or supervising technical projects
Project Coordinator	Responsible to the Program Manager for all contract related issues and contract implementation. Oversee the day-to-day activities of contract performance. May work directly with Government COTR on technical issues related to the work effort. Ensure that contract deliverables meet the customer's requirements and are produced on schedule and within cost. Serve as liaison between the contract employees and Program Manager to ensure employee fulfillment.	B.A./B.S. Degree. A minimum of six years related experience in the field will substitute for degree.
Project Engineer/ Office Engineer, Senior	Provides construction project management support. Capable of reviewing and tracking submittals, change orders, pay requisition, correspondence, project logs, requests for information, other miscellaneous engineering related tasks and daily site engineering tasks.	Bachelor's degree in a recognized and engineering discipline from an accredited college or university. Licensed Professional Engineer or Associate's degree with ten (10) years relevant experience. Must have five (5) years of specialized experience in engineering and/or construction expertise area at least two (2) of which have been directly involved with construction project engineering.
Project Manager	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to	Bachelor's degree. 10 years of experience in the field or in a related area. Alternate Minimum Education and Experience

Labor Category	Labor Category Description	Education/Experience Requirements
	program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.	Requirement: High School diploma (or equivalent) and 14 years' experience in the field or in a related area.
Project Manager Senior - Construction	Oversees and directs construction management for larger or more complex construction projects. Communicates directly with contractors/designers concerning project cost, staffing, and scheduling. Prepares project status reports and works to ensure plans adhere to contract specifications. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.	Bachelor's Degree in Engineering. 9 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Project Manager, Assistant	Assists Project Manager in coordinating and monitoring the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Perform other CM management functions as outlined in contract. Typically reports to the Project Manager.	Bachelor's Degree. Must have 3 years of experience in the field or in a related area. Alternate Minimum Education and Experience Requirement: High School Diploma (or equivalent) and 7 years of experience in the field or in a related area.
Quality Assurance Engineer	Responsible for the design and implementation of policies and procedures to ensure that quality standards are met during production. Oversees testing of processes and products. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.	Bachelor's Degree in area of specialty. 6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts,

Labor Category	Labor Category Description	Education/Experience Requirements
		practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Quality Assurance Specialist, Junior	Supports the development of quality assurance plans, processes, and collection metrics. Conducts Quality Assurance training. Executes the quality assurance processes and collects metrics. Generates detailed quality assurance reports containing discrepancies and metric analysis. Recommends corrective actions or areas for initiating process improvement and process re-engineering.	B.A./B.S. Degree. Three years' experience performing quality assurance tasks. Additional experience in the field may serve as a substitute for the degree requirement.
Quality Assurance Specialist, Senior	Oversees quality assurance programs. Directs a small quality assurance team in the development of a quality assurance program or in the development of a subset of a larger program. Approves or forwards for approval quality assurance plans, processes and collection metrics. Manages the execution of the quality assurance program or subprogram. Generates quality assurance reports containing discrepancies and metric analysis. Recommends corrective actions or areas for initiating process improvement and process re-engineering.	B.A./B.S. Degree. Six years' experience performing quality assurance tasks. Additional experience in the field may serve as a substitute for the degree requirement.
Scheduler	Responsible for schedule development, review, and delay analysis. Assists Senior Scheduler with preparation of recommendation development.	Bachelor's Degree in area of specialty or certified scheduler. Must have four (4) years of specialized experience in an engineering and/or construction expertise area at least one (1) of which have been directly involved with construction project scheduling and schedule analysis. Knowledge of construction scheduling software.

Labor Category	Labor Category Description	Education/Experience Requirements
Scheduler, Senior	Responsible for overall management of schedule development, review, and delay analysis of construction schedules. Assists Senior Claims Consultant with delay impact on claim and the preparation of recommendation development.	
Senior Logistician	Determines overall support requirements, including facilities, personnel, safety, and maintenance. Directs and coordinates program activities designed to ensure effective and economical support. Analyzes and evaluates design concepts to determine if concepts satisfy support requirements, and studies the relative supportability of alternative concepts. Determines logistic support sequences and time phasing. Anticipates logistics problems related to operational areas and environmental and human factors, and determines contingency requirements and solutions. May design and conduct research or technical studies to support logistic functions.	Bachelor's degree. 6 years of experience in the field or in a related area.
Sr. Technical Writer	May direct the activities of a group of documentation specialists including other technical writers, illustrators, graphic artists, etc. Prepares related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. Published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in	Associate's degree or completion of structured, discipline-focused Government training programs, commercial trade schools, or industry-sponsored apprenticeship or technical certification programs 3 years' experience in related field.

Labor Category	Labor Category Description	Education/Experience Requirements
	laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.	
Structural Engineer, Junior	Designs load-bearing structures or structural elements, such as buildings, bridges, or roadways. Performs analysis of building materials for use in construction. Develops blueprints or specifications for use during construction and ensures all projects comply with applicable codes and regulations. Determines cause of structural failures, damages, and defects through site investigations. Provides reports detailing investigations and assessment of damages to the structure. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	Bachelor's Degree in Engineering. 0 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures.
Structural Engineer, Principal	Designs load-bearing structures or structural elements, such as buildings, bridges, or roadways. Performs analysis of building materials for use in construction. Develops blueprints or specifications for use during construction and ensures all projects comply with applicable codes and regulations. Determines cause of structural failures, damages, and defects through site investigations. Provides reports detailing investigations and assessment of damages to the structure. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	Bachelor's Degree in Engineering. 6 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.
Structural Engineer, Senior	Designs load-bearing structures or structural elements, such as buildings, bridges, or roadways. Performs analysis of building materials for use in construction. Develops blueprints or specifications for use during construction and ensures all projects comply with applicable codes and regulations. Determines cause of structural failures, damages, and defects through site investigations. Provides reports detailing investigations and assessment of damages to the structure. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.	Bachelor's Degree in Engineering. 4 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.

Labor Category	Labor Category Description	Education/Experience Requirements
Subject Matter Expert III	Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.	<p>B.A./B.S. Degree.</p> <p>10 years directly related experience.</p> <p>Alternate Minimum Education and Experience Requirement: Subject matter certification and 15 years experience.</p>
Subject Matter Expert IV	Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.	<p>B.A./B.S. Degree.</p> <p>15 years directly related experience.</p> <p>Alternate Minimum Education and Experience Requirement: Subject matter certification and 20 years' experience.</p>
Systems Engineer, Junior	Assists in the identification and development of user needs and objectives; System Requirements development, analysis, and validation; cost, risk, and feasibility analyses and special studies; and Technology Research, Assessment, and Transition Management, Architecture, software and hardware systems design, engineering, and program analysis.	<p>B.A./B.S. Degree related field.</p> <p>4 years directly related experience.</p> <p>Alternate Minimum Education and Experience Requirement: High School Diploma (or equivalent) and 8 years' experience.</p>
Systems Engineer, Senior	Identifies and develops user needs and objectives; System Requirements, analysis, and validation; Cost, risk, and feasibility analyses and special studies; and Technology Research, Assessment, and Transition Management, Architecture, software and hardware systems design, engineering, and program analysis.	<p>B.A./B.S. Degree related field.</p> <p>6 years directly related experience. Additional 7 years directly related experience.</p> <p>Alternate Minimum Education and Experience</p>

Labor Category	Labor Category Description	Education/Experience Requirements
		Requirement: High School diploma (or equivalent) and 10 years' experience.
Word Processor	Perform or support word processing-related activities related to the development of technical documentation, meeting minutes, and correspondence. Follow supervision of senior word processors and technical staff. Develop and deliver documents that may be technical or classified/proprietary. Proofread and edit own work. Develop, and adhere to, instructions related to documentation content, formatting, packaging, and delivery. Establish and maintain paper and computer-based document filing systems. Interface with client personnel and provide timely client support. Requires superior word processing and organizational skills. Knowledge of: 1) Proper English usage and business correspondence standards and 2) Applicable software used in documentation development.	High School Diploma or equivalent. 1-year experience providing a wide range of administrative and technical support services.



PRICE LIST FOR SIN CODES C874-501 THROUGH C874-507 (FORMER LOGWORLD)

Item	SIN	Awarded Labor Category	Site	Year 1 7/29/2015 – 7/28/2016	Year 2 7/29/2016 – 7/28/2017	Year 3 7/29/2017 – 7/28/2018	Year 4 7/29/2018 – 7/28/2019	Year 5 7/29/2019 – 7/28/2020
62	C874-501, C874-503, C874-504, C874-505, C874-507	Accounting Clerk I	Both	\$35.99	\$36.85	\$37.73	\$38.64	\$39.57
63	C874-501, C874-503, C874-504, C874-505, C874-507	Accounting Clerk II	Both	\$40.56	\$41.53	\$42.53	\$43.55	\$44.60
64	C874-501, C874-503, C874-504, C874-505, C874-507	Accounting Clerk III	Both	\$47.60	\$48.74	\$49.91	\$51.11	\$52.33
65	C874-501, C874-503, C874-504, C874-505, C874-507	Aircraft Mechanic Helper	Both	\$43.01	\$44.04	\$45.10	\$46.18	\$47.29
66	C874-501, C874-503, C874-504, C874-505, C874-507	Aircraft Mechanic I	Both	\$56.31	\$57.67	\$59.05	\$60.47	\$61.92
67	C874-501, C874-503, C874-504, C874-505, C874-507	Aircraft Servicer	Both	\$47.47	\$48.61	\$49.77	\$50.97	\$52.19
68	C874-501, C874-503, C874-504, C874-505, C874-507	Aircraft Worker	Both	\$50.51	\$51.72	\$52.96	\$54.23	\$55.53
69	C874-501, C874-503, C874-504, C874-505, C874-507	Carpenter, Maintenance	Both	\$59.22	\$60.64	\$62.09	\$63.58	\$65.11
70	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Operator I	Both	\$42.17	\$43.18	\$44.22	\$45.28	\$46.37
71	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Operator II	Both	\$47.18	\$48.31	\$49.47	\$50.65	\$51.87
72	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Operator III	Both	\$52.63	\$53.89	\$55.19	\$56.51	\$57.87
73	C874-501, C874-503, C874-504,	Computer Operator IV	Both	\$58.46	\$59.87	\$61.30	\$62.78	\$64.28

	C874-505, C874-507							
74	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Operator V	Both	\$63.92	\$65.45	\$67.02	\$68.63	\$70.28
75	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Programmer I (1)	Both	\$54.76	\$56.07	\$57.42	\$58.80	\$60.21
76	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Programmer II (1)	Both	\$63.92	\$65.45	\$67.02	\$68.63	\$70.28
77	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Programmer III (1)	Both	\$63.92	\$65.45	\$67.02	\$68.63	\$70.28
78	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Programmer IV (1)	Both	\$63.92	\$65.45	\$67.02	\$68.63	\$70.28
79	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Systems Analyst I (1)	Both	\$63.92	\$65.45	\$67.02	\$68.63	\$70.28
80	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Systems Analyst II (1)	Both	\$63.92	\$65.45	\$67.02	\$68.63	\$70.28
81	C874-501, C874-503, C874-504, C874-505, C874-507	Computer Systems Analyst III (1)	Both	\$63.92	\$65.45	\$67.02	\$68.63	\$70.28
82	C874-501, C874-503, C874-504, C874-505, C874-507	Data Entry Operator I	Both	\$33.61	\$34.42	\$35.24	\$36.09	\$36.96
83	C874-501, C874-503, C874-504, C874-505, C874-507	Data Entry Operator II	Both	\$36.68	\$37.56	\$38.46	\$39.38	\$40.33
84	C874-501, C874-503, C874-504, C874-505, C874-507	Dispatcher, Motor Vehicle	Both	\$52.95	\$54.22	\$55.52	\$56.86	\$58.22
85	C874-501, C874-503, C874-504, C874-505, C874-507	Document Preparation Clerk	Both	\$33.29	\$34.09	\$34.90	\$35.74	\$36.60
86	C874-501, C874-503, C874-504,	Electrician, Maintenance	Both	\$78.31	\$80.19	\$82.12	\$84.09	\$86.11

	C874-505, C874-507							
87	C874-501, C874-503, C874-504, C874-505, C874-507	Electronics Tech. Maint. I	Both	\$52.63	\$53.89	\$55.19	\$56.51	\$57.87
88	C874-501, C874-503, C874-504, C874-505, C874-507	Electronics Tech. Maint. II	Both	\$62.56	\$64.06	\$65.60	\$67.17	\$68.78
89	C874-501, C874-503, C874-504, C874-505, C874-507	Electronics Tech. Maint. III	Both	\$69.01	\$70.67	\$72.36	\$74.10	\$75.88
90	C874-501, C874-503, C874-504, C874-505, C874-507	Engineering Technician I	Both	\$43.50	\$44.55	\$45.61	\$46.71	\$47.83
91	C874-501, C874-503, C874-504, C874-505, C874-507	Engineering Technician II	Both	\$48.86	\$50.03	\$51.23	\$52.46	\$53.72
92	C874-501, C874-503, C874-504, C874-505, C874-507	Engineering Technician III	Both	\$54.63	\$55.94	\$57.29	\$58.66	\$60.07
93	C874-501, C874-503, C874-504, C874-505, C874-507	Engineering Technician IV	Both	\$67.71	\$69.33	\$71.00	\$72.70	\$74.45
94	C874-501, C874-503, C874-504, C874-505, C874-507	Engineering Technician V	Both	\$81.59	\$83.55	\$85.55	\$87.60	\$89.71
95	C874-501, C874-503, C874-504, C874-505, C874-507	Engineering Technician VI	Both	\$100.20	\$102.60	\$105.06	\$107.58	\$110.17
96	C874-501, C874-503, C874-504, C874-505, C874-507	Firefighter	Both	\$67.16	\$68.77	\$70.42	\$72.11	\$73.85
97	C874-501, C874-503, C874-504, C874-505, C874-507	Forklift Operator	Both	\$44.80	\$45.88	\$46.98	\$48.10	\$49.26
98	C874-501, C874-503, C874-504, C874-505, C874-507	Fuel Distribution System Mech.	Both	\$63.42	\$64.94	\$66.50	\$68.10	\$69.73
99	C874-501, C874-503, C874-504,	General Clerk I	Both	\$36.72	\$37.60	\$38.50	\$39.43	\$40.37

	C874-505, C874-507							
100	C874-501, C874-503, C874-504, C874-505, C874-507	General Clerk II	Both	\$40.06	\$41.02	\$42.01	\$43.02	\$44.05
101	C874-501, C874-503, C874-504, C874-505, C874-507	General Clerk III	Both	\$45.35	\$46.44	\$47.55	\$48.69	\$49.86
102	C874-501, C874-503, C874-504, C874-505, C874-507	General Maintenance Worker	Both	\$47.75	\$48.90	\$50.07	\$51.27	\$52.50
103	C874-501, C874-503, C874-504, C874-505, C874-507	Graphic Artist	Both	\$64.40	\$65.94	\$67.52	\$69.15	\$70.80
104	C874-501, C874-503, C874-504, C874-505, C874-507	Guard I	Both	\$28.66	\$29.34	\$30.05	\$30.77	\$31.51
105	C874-501, C874-503, C874-504, C874-505, C874-507	Guard II	Both	\$52.90	\$54.17	\$55.47	\$56.80	\$58.17
106	C874-501, C874-503, C874-504, C874-505, C874-507	Heating, Ventilation & AC Mech.	Both	\$55.96	\$57.31	\$58.68	\$60.09	\$61.53
107	C874-501, C874-503, C874-504, C874-505, C874-507	Heavy Equipment Mechanic	Both	\$54.82	\$56.13	\$57.48	\$58.86	\$60.27
108	C874-501, C874-503, C874-504, C874-505, C874-507	Heavy Equipment Operator	Both	\$66.32	\$67.91	\$69.54	\$71.21	\$72.92
109	C874-501, C874-503, C874-504, C874-505, C874-507	Laborer	Both	\$37.04	\$37.93	\$38.84	\$39.77	\$40.73
110	C874-501, C874-503, C874-504, C874-505, C874-507	Library Technician	Both	\$46.16	\$47.27	\$48.40	\$49.56	\$50.75
111	C874-501, C874-503, C874-504, C874-505, C874-507	Machinery Maintenance Mech.	Both	\$60.05	\$61.49	\$62.96	\$64.48	\$66.02
112	C874-501, C874-503, C874-504,	Machine-Tool Operator (Tool Room)	Both	\$56.41	\$57.77	\$59.15	\$60.57	\$62.03

	C874-505, C874-507							
113	C874-501, C874-503, C874-504, C874-505, C874-507	Machinist, Maintenance	Both	\$61.66	\$63.14	\$64.65	\$66.21	\$67.80
114	C874-501, C874-503, C874-504, C874-505, C874-507	Maintenance Trades Helper	Both	\$43.36	\$44.40	\$45.47	\$46.56	\$47.68
115	C874-501, C874-503, C874-504, C874-505, C874-507	Material Coordinator	Both	\$54.46	\$55.76	\$57.10	\$58.47	\$59.88
116	C874-501, C874-503, C874-504, C874-505, C874-507	Material Expediter	Both	\$54.46	\$55.76	\$57.10	\$58.47	\$59.88
117	C874-501, C874-503, C874-504, C874-505, C874-507	Material Handling Laborer	Both	\$41.78	\$42.78	\$43.81	\$44.86	\$45.94
118	C874-501, C874-503, C874-504, C874-505, C874-507	Messenger Courier	Both	\$32.86	\$33.65	\$34.45	\$35.28	\$36.13
119	C874-501, C874-503, C874-504, C874-505, C874-507	Order Clerk I	Both	\$34.11	\$34.93	\$35.77	\$36.62	\$37.50
120	C874-501, C874-503, C874-504, C874-505, C874-507	Order Clerk II	Both	\$40.76	\$41.74	\$42.74	\$43.77	\$44.82
121	C874-501, C874-503, C874-504, C874-505, C874-507	Order Filler	Both	\$35.43	\$36.28	\$37.15	\$38.04	\$38.95
122	C874-501, C874-503, C874-504, C874-505, C874-507	Painter, Maintenance	Both	\$61.56	\$63.04	\$64.55	\$66.10	\$67.69
123	C874-501, C874-503, C874-504, C874-505, C874-507	Parking and Lot Attendant	Both	\$28.90	\$29.59	\$30.30	\$31.03	\$31.78
124	C874-501, C874-503, C874-504, C874-505, C874-507	Personnel Assistant I	Both	\$38.38	\$39.30	\$40.24	\$41.21	\$42.20
125	C874-501, C874-503, C874-504,	Personnel Assistant II	Both	\$46.46	\$47.58	\$48.72	\$49.89	\$51.09

	C874-505, C874-507							
126	C874-501, C874-503, C874-504, C874-505, C874-507	Personnel Assistant III	Both	\$52.63	\$53.89	\$55.19	\$56.51	\$57.87
127	C874-501, C874-503, C874-504, C874-505, C874-507	Photographer I	Both	\$43.38	\$44.42	\$45.49	\$46.58	\$47.70
128	C874-501, C874-503, C874-504, C874-505, C874-507	Pipefitter, Maintenance	Both	\$69.11	\$70.77	\$72.46	\$74.20	\$75.98
129	C874-501, C874-503, C874-504, C874-505, C874-507	Plumber, Maintenance	Both	\$70.76	\$72.46	\$74.20	\$75.98	\$77.80
130	C874-501, C874-503, C874-504, C874-505, C874-507	Pneudraulic Systems Mechanic	Both	\$57.66	\$59.05	\$60.46	\$61.91	\$63.40
131	C874-501, C874-503, C874-504, C874-505, C874-507	Production Control Clerk	Both	\$52.63	\$53.89	\$55.19	\$56.51	\$57.87
132	C874-501, C874-503, C874-504, C874-505, C874-507	Receptionist	Both	\$34.80	\$35.64	\$36.49	\$37.37	\$38.27
133	C874-501, C874-503, C874-504, C874-505, C874-507	Rigger	Both	\$53.24	\$54.51	\$55.82	\$57.16	\$58.53
134	C874-501, C874-503, C874-504, C874-505, C874-507	Scale Mechanic	Both	\$52.76	\$54.02	\$55.32	\$56.65	\$58.01
135	C874-501, C874-503, C874-504, C874-505, C874-507	Scheduler, Maintenance	Both	\$44.69	\$45.77	\$46.86	\$47.99	\$49.14
136	C874-501, C874-503, C874-504, C874-505, C874-507	Secretary I	Both	\$44.69	\$45.77	\$46.86	\$47.99	\$49.14
137	C874-501, C874-503, C874-504, C874-505, C874-507	Secretary II	Both	\$54.06	\$55.35	\$56.68	\$58.04	\$59.44
138	C874-501, C874-503, C874-504,	Secretary III	Both	\$59.25	\$60.67	\$62.12	\$63.61	\$65.14

	C874-505, C874-507							
139	C874-501, C874-503, C874-504, C874-505, C874-507	Service Order Dispatcher	Both	\$52.07	\$53.32	\$54.60	\$55.91	\$57.25
140	C874-501, C874-503, C874-504, C874-505, C874-507	Sheet-Metal Worker, Maint.	Both	\$64.48	\$66.03	\$67.62	\$69.24	\$70.90
141	C874-501, C874-503, C874-504, C874-505, C874-507	Shipping Packer	Both	\$41.18	\$42.17	\$43.19	\$44.22	\$45.28
142	C874-501, C874-503, C874-504, C874-505, C874-507	Shipping/Receivin g Clerk	Both	\$41.18	\$42.17	\$43.19	\$44.22	\$45.28
143	C874-501, C874-503, C874-504, C874-505, C874-507	Shuttle Bus Driver	Both	\$39.99	\$40.95	\$41.94	\$42.94	\$43.97
144	C874-501, C874-503, C874-504, C874-505, C874-507	Small Engine Mechanic	Both	\$49.08	\$50.26	\$51.47	\$52.70	\$53.97
145	C874-501, C874-503, C874-504, C874-505, C874-507	Stock Clerk	Both	\$43.42	\$44.46	\$45.53	\$46.62	\$47.74
146	C874-501, C874-503, C874-504, C874-505, C874-507	Store Worker I	Both	\$34.11	\$34.93	\$35.77	\$36.62	\$37.50
147	C874-501, C874-503, C874-504, C874-505, C874-507	Supply Technician	Both	\$59.80	\$61.24	\$62.71	\$64.21	\$65.75
148	C874-501, C874-503, C874-504, C874-505, C874-507	Survey Worker	Both	\$40.47	\$41.44	\$42.44	\$43.46	\$44.50
149	C874-501, C874-503, C874-504, C874-505, C874-507	Technical Writer I	Both	\$56.82	\$58.19	\$59.58	\$61.01	\$62.48
150	C874-501, C874-503, C874-504, C874-505, C874-507	Telecommunicatio ns Mech. I	Both	\$56.31	\$57.67	\$59.05	\$60.47	\$61.92
151	C874-501, C874-503, C874-504,	Telecommunicatio ns Mech. II	Both	\$62.75	\$64.26	\$65.80	\$67.38	\$69.00

	C874-505, C874-507							
152	C874-501, C874-503, C874-504, C874-505, C874-507	Tools And Parts Attendant	Both	\$45.19	\$46.28	\$47.39	\$48.52	\$49.69
153	C874-501, C874-503, C874-504, C874-505, C874-507	Truckdriver, Heavy	Both	\$51.81	\$53.05	\$54.32	\$55.63	\$56.96
154	C874-501, C874-503, C874-504, C874-505, C874-507	Truckdriver, Light	Both	\$38.16	\$39.08	\$40.02	\$40.98	\$41.96
155	C874-501, C874-503, C874-504, C874-505, C874-507	Truckdriver, Medium	Both	\$44.08	\$45.14	\$46.22	\$47.33	\$48.46
156	C874-501, C874-503, C874-504, C874-505, C874-507	Truckdriver, Tractor-Trailer	Both	\$51.81	\$53.05	\$54.32	\$55.63	\$56.96
157	C874-501, C874-503, C874-504, C874-505, C874-507	Warehouse Specialist	Both	\$44.80	\$45.88	\$46.98	\$48.10	\$49.26
158	C874-501, C874-503, C874-504, C874-505, C874-507	Welder, Combo, Maint	Both	\$54.78	\$56.09	\$57.44	\$58.82	\$60.23
159	C874-501, C874-503, C874-504, C874-505, C874-507	Word Processor I	Both	\$41.81	\$42.81	\$43.84	\$44.89	\$45.97
160	C874-501, C874-503, C874-504, C874-505, C874-507	Word Processor II	Both	\$46.94	\$48.07	\$49.22	\$50.40	\$51.61
161	C874-501, C874-503, C874-504, C874-505, C874-507	Word Processor III	Both	\$52.49	\$53.75	\$55.04	\$56.36	\$57.72
162	C874-501, C874-503, C874-504, C874-505, C874-507	Civil Engineer Jr	Both	\$91.12	\$93.30	\$95.54	\$97.84	\$100.18
163	C874-501, C874-503, C874-504, C874-505, C874-507	Civil Engineer Sr	Both	\$104.72	\$107.23	\$109.81	\$112.44	\$115.14
164	C874-501, C874-503, C874-504,	Computer Program Analyst	Both	\$127.04	\$130.09	\$133.21	\$136.41	\$139.69

	C874-505, C874-507							
165	C874-501, C874-503, C874-504, C874-505, C874-507	Contract Administrator	Both	\$115.19	\$117.95	\$120.78	\$123.68	\$126.65
166	C874-501, C874-503, C874-504, C874-505, C874-507	Contract Manager	Both	\$89.02	\$91.15	\$93.34	\$95.58	\$97.87
167	C874-501, C874-503, C874-504, C874-505, C874-507	Contract Specialist	Both	\$96.65	\$98.97	\$101.34	\$103.78	\$106.27
168	C874-501, C874-503, C874-504, C874-505, C874-507	Director of Operations	Both	\$192.16	\$196.77	\$201.50	\$206.33	\$211.29
169	C874-501, C874-503, C874-504, C874-505, C874-507	Editor	Both	\$68.10	\$69.73	\$71.41	\$73.12	\$74.88
170	C874-501, C874-503, C874-504, C874-505, C874-507	Electrical Engineer Jr	Both	\$66.14	\$67.72	\$69.35	\$71.01	\$72.72
171	C874-501, C874-503, C874-504, C874-505, C874-507	Electrical Engineer Sr	Both	\$98.28	\$100.64	\$103.05	\$105.53	\$108.06
172	C874-501, C874-503, C874-504, C874-505, C874-507	Facility Manager	Both	\$104.48	\$106.98	\$109.55	\$112.18	\$114.87
173	C874-501, C874-503, C874-504, C874-505, C874-507	Logistics Engineer Jr	Both	\$89.55	\$91.70	\$93.90	\$96.16	\$98.46
174	C874-501, C874-503, C874-504, C874-505, C874-507	Logistics Engineer Sr	Both	\$110.55	\$113.20	\$115.92	\$118.70	\$121.55
175	C874-501, C874-503, C874-504, C874-505, C874-507	Maintenance Analyst Jr.	Both	\$86.24	\$88.31	\$90.43	\$92.60	\$94.82
176	C874-501, C874-503, C874-504, C874-505, C874-507	Maintenance Analyst Sr.	Both	\$103.97	\$106.46	\$109.02	\$111.64	\$114.31
177	C874-501, C874-503, C874-504,	Material Movement Engineer Jr	Both	\$117.18	\$119.99	\$122.87	\$125.82	\$128.84

	C874-505, C874-507							
178	C874-501, C874-503, C874-504, C874-505, C874-507	Mechanical Engineer Jr	Both	\$82.53	\$84.51	\$86.53	\$88.61	\$90.74
179	C874-501, C874-503, C874-504, C874-505, C874-507	Mechanical Engineer Sr	Both	\$116.16	\$118.94	\$121.80	\$124.72	\$127.71
180	C874-501, C874-503, C874-504, C874-505, C874-507	Operations Manager	Both	\$102.21	\$104.66	\$107.17	\$109.75	\$112.38
181	C874-501, C874-503, C874-504, C874-505, C874-507	Operations Supervisor	Both	\$48.60	\$49.77	\$50.96	\$52.19	\$53.44
182	C874-501, C874-503, C874-504, C874-505, C874-507	Princ. Quality Assurance Spec.	Both	\$95.26	\$97.55	\$99.89	\$102.29	\$104.74
183	C874-501, C874-503, C874-504, C874-505, C874-507	Principal Civil Engineer	Both	\$123.37	\$126.33	\$129.36	\$132.47	\$135.65
184	C874-501, C874-503, C874-504, C874-505, C874-507	Principal Electrical Engineer	Both	\$120.12	\$123.01	\$125.96	\$128.98	\$132.08
185	C874-501, C874-503, C874-504, C874-505, C874-507	Principal Logistics Engineer	Both	\$107.03	\$109.60	\$112.23	\$114.92	\$117.68
186	C874-501, C874-503, C874-504, C874-505, C874-507	Principal Maintenance Analyst	Both	\$112.27	\$114.96	\$117.72	\$120.54	\$123.44
187	C874-501, C874-503, C874-504, C874-505, C874-507	Principal Mechanical Engineer	Both	\$149.28	\$152.86	\$156.53	\$160.29	\$164.13
188	C874-501, C874-503, C874-504, C874-505, C874-507	Principal Process Engineer	Both	\$176.45	\$180.68	\$185.02	\$189.46	\$194.01
189	C874-501, C874-503, C874-504, C874-505, C874-507	Process Engineer Jr	Both	\$64.48	\$66.03	\$67.62	\$69.24	\$70.90
190	C874-501, C874-503, C874-504,	Process Engineer Sr	Both	\$114.33	\$117.07	\$119.88	\$122.76	\$125.71



	C874-505, C874-507							
191	C874-501, C874-503, C874-504, C874-505, C874-507	Program Manager, Jr	Both	\$115.01	\$117.77	\$120.60	\$123.49	\$126.46
192	C874-501, C874-503, C874-504, C874-505, C874-507	Program Manager, Sr	Both	\$152.04	\$155.69	\$159.43	\$163.26	\$167.17
193	C874-501, C874-503, C874-504, C874-505, C874-507	Project Manager	Both	\$85.93	\$87.99	\$90.10	\$92.26	\$94.48
194	C874-501, C874-503, C874-504, C874-505, C874-507	Publication Services Manager	Both	\$111.96	\$114.65	\$117.40	\$120.22	\$123.10
195	C874-501, C874-503, C874-504, C874-505, C874-507	Quality Assurance Specialist Jr.	Both	\$59.22	\$60.64	\$62.09	\$63.58	\$65.11
196	C874-501, C874-503, C874-504, C874-505, C874-507	Quality Assurance Specialist Sr.	Both	\$83.86	\$85.88	\$87.94	\$90.05	\$92.21
197	C874-501, C874-503, C874-504, C874-505, C874-507	Software Engineer	Both	\$117.85	\$120.67	\$123.57	\$126.54	\$129.57
198	C874-501, C874-503, C874-504, C874-505, C874-507	Sr. Graphics/Design Illustrator	Both	\$68.79	\$70.45	\$72.14	\$73.87	\$75.64
199	C874-501, C874-503, C874-504, C874-505, C874-507	Technical Publications Manager	Both	\$126.01	\$129.03	\$132.13	\$135.30	\$138.55
200	C874-501, C874-503, C874-504, C874-505, C874-507	Technical Training Manager	Both	\$104.24	\$106.74	\$109.31	\$111.93	\$114.62
201	C874-501, C874-503, C874-504, C874-505, C874-507	Warehouse Manager Jr.	Both	\$63.34	\$64.86	\$66.42	\$68.01	\$69.64
202	C874-501, C874-503, C874-504, C874-505, C874-507	Warehouse Manager Sr.	Both	\$77.59	\$79.45	\$81.36	\$83.31	\$85.31



SCA Matrix

For SINs C874-501, C874-503, C874-504, C874-505, and C874-507:

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant III	01020 Administrative Assistant	05-2103
Engineering Technician I	30081 - Engineering Technician I	05-2103
Engineering Technician II	30082 - Engineering Technician II	05-2103
Engineering Technician III	30083 - Engineering Technician III	05-2103
Accounting Clerk I	01011 - Accounting Clerk I	05-2059
Accounting Clerk II	01012 - Accounting Clerk II	05-2059
Accounting Clerk III	01013 - Accounting Clerk III	05-2059
Date Entry Operator I	01051 - Date Entry Operator I	05-2059
Data Entry Operator II	01052 - Data Entry Operator II	05-2059
Dispatcher, Motor Vehicle	01060 - Dispatcher, Motor Vehicle	05-2059
Document Preparation Clerk	01070 - Document Preparation Clerk	05-2273
General Clerk I	01111 - General Clerk I	05-2059
General Clerk II	01112 - General Clerk II	05-2059
General Clerk III	01113 - General Clerk III	05-2059
Messenger Courier	01141 - Messenger Courier	05-2059
Order Clerk I	01191 - Order Clerk I	05-2103
Order Clerk II	01192 - Order Clerk II	05-2103
Personnel Assistant I	01261 - Personnel Assistant I	05-2273
Personnel Assistant II	01262 - Personnel Assistant II	05-2059
Personnel Assistant III	01263 - Personnel Assistant III	05-2059
Production Control Clerk	01270 - Production Control Clerk	05-2059
Receptionist	01280 - Receptionist	05-2059
Scheduler, Maintenance	01300 - Scheduler, Maintenance	05-2059
Secretary I	01311 - Secretary I	05-2059
Secretary II	01312 - Secretary II	05-2059
Secretary III	01313 - Secretary III	05-2059
Service Order Dispatcher	01320 - Service Order Dispatcher	05-2059
Supply Technician	01410 - Supply Technician	05-2059
Survey Worker	01420 - Survey Worker	05-2103
Word Processor I	01611 - Word Processor I	05-2059
Word Processor II	01612 - Word Processor II	05-2059
Word Processor III	01613 - Word Processor III	05-2059
Library Technician	13058 - Library Technician	05-2059
Photographer I	13071 - Photographer I	05-2059
Computer Operator I	14041 - Computer Operator I	05-2059
Computer Operator II	14042 - Computer Operator II	05-2059
Computer Operator III	14043 - Computer Operator III	05-2059
Computer Operator IV	14044 - Computer Operator IV	05-2059
Computer Operator V	14045 - Computer Operator V	05-2059
Computer Programmer I (1)	14071 - Computer Programmer I (1)	05-2059
Computer Programmer II (1)	14072 - Computer Programmer II (1)	05-2059
Computer Programmer III (1)	14073 - Computer Programmer III (1)	05-2059
Computer Programmer IV (1)	14074 - Computer Programmer IV (1)	05-2059
Computer Systems Analyst I (1)	14101 - Computer Systems Analyst I (1)	05-2059



Computer Systems Analyst II (1)	14102 - Computer Systems Analyst II (1)	05-2059
Computer Systems Analyst III (1)	14103 - Computer Systems Analyst III (1)	05-2059
Graphic Artist	15080 - Graphic Artist	05-2273
Machine Tool Operator (Tool Room)	19010 - Machine Tool Operator (Tool Room)	05-2273
Forklift Operator	21020 - Forklift Operator	05-2273
Material Coordinator	21030 - Material Coordinator	05-2273
Material Expediter	21040 - Material Expediter	05-2273
Material Handling Laborer	21050 - Material Handling Laborer	05-2273
Order Filler	21071 - Order Filler	05-2059
Shipping Packer	21110 - Shipping Packer	05-2059
Shipping/Receiving Clerk	21130 - Shipping/Receiving Clerk	05-2059
Store Worker I	21140 - Store Worker I	05-2273
Stock Clerk	21150 - Stock Clerk	05-2273
Tools And Parts Attendant	21210 - Tools And Parts Attendant	05-2273
Warehouse Specialist	21410 - Warehouse Specialist	05-2273
Aircraft Mechanic I	23021 - Aircraft Mechanic I	05-2059
Aircraft Mechanic Helper	23040 - Aircraft Mechanic Helper	05-2273
Aircraft Servicer	23060 - Aircraft Servicer	05-2059
Aircraft Worker	23080 - Aircraft Worker	05-2059
Carpenter, Maintenance	23130 - Carpenter, Maintenance	05-2059
Electrician, Maintenance	23160 - Electrician, Maintenance	05-2059
Electronics Technician Maintenance I	23181 - Electronics Technician Maintenance I	05-2273
Electronics Technician Maintenance II	23182 - Electronics Technician Maintenance II	05-2273
Electronics Technician Maintenance III	23183 - Electronics Technician Maintenance III	05-2273
Fuel Distribution System Mechanic	23311 - Fuel Distribution System Mechanic	05-2059
General Maintenance Worker	23370 - General Maintenance Worker	05-2059
Heating, Ventilation and Air-Conditioning Mechanic	23410 - Heating, Ventilation and Air-Conditioning Mechanic	05-2059
Heavy Equipment Mechanic	23430 - Heavy Equipment Mechanic	05-2059
Heavy Equipment Operator	23440 - Heavy Equipment Operator	05-2059
Laborer	23470 - Laborer	05-2059
Machinery Maintenance Mechanic	23530 - Machinery Maintenance Mechanic	05-2273
Machinist, Maintenance	23550 - Machinist, Maintenance	05-2273
Maintenance Trades Helper	23580 - Maintenance Trades Helper	05-2273
Painter, Maintenance	23760 - Painter, Maintenance	05-2273
Pipefitter, Maintenance	23790 - Pipefitter, Maintenance	05-2273
Plumber, Maintenance	23810 - Plumber, Maintenance	05-2059
Pneudraulic Systems Mechanic	23820 - Pneudraulic Systems Mechanic	05-2059
Rigger	23850 - Rigger	05-2059
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Scale Mechanic	23870 - Scale Mechanic	05-2059
Sheet-Metal Worker, Maintenance	23890 - Sheet-Metal Worker, Maintenance	05-2059
Small Engine Mechanic	23910 - Small Engine Mechanic	05-2059



Telecommunications Mechanic I	23931 - Telecommunications Mechanic I	05-2059
Telecommunications Mechanic II	23932 - Telecommunications Mechanic II	05-2059
Welder, Combo, Maintenance	23960 - Welder, Combo, Maintenance	05-2273
Firefighter	27070 - Firefighter	05-2059
Guard I	27101 - Guard I	05-2059
Guard II	27102 - Guard II	05-2059
Engineering Technician IV	30084 - Engineering Technician IV	05-2103
Engineering Technician V	30085 - Engineering Technician V	05-2103
Engineering Technician VI	30086 - Engineering Technician VI	05-2103
Technical Writer I	30461 - Technical Writer I	05-2059
Parking and Lot Attendant	31260 - Parking and Lot Attendant	05-2059
Shuttle Bus Driver	31290 - Shuttle Bus Driver	05-2059
Truckdriver, Light	31361 - Truckdriver, Light	05-2059
Truckdriver, Medium	31362 - Truckdriver, Medium	05-2059
Truckdriver, Heavy	31363 - Truckdriver, Heavy	05-2059
Truckdriver, Tractor-Trailer	31364 - Truckdriver, Tractor-Trailer	05-2059

The Service Contract Act (SCA) is applicable to this contract. This contract includes labor categories subject to the requirements of the SCA (non-exempt labor categories). The prices for the indicated non-exempt labor categories are ceiling rates based on the U. S. Department of Labor Wage Determination(s) identified in the matrix below. Should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the prices offered to the ordering agency will be discounted accordingly.

LABOR CATEGORY DESCRIPTIONS FOR SIN CODES C874-501 THROUGH C874-507 (FORMER LOGWORLD)

Labor Category	Labor Category Description	Education/Experience Requirements
Accounting Clerk I	Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.	HS Diploma or equivalent and 6 months related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
Accounting Clerk II	Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.	HS Diploma or equivalent and minimum 2 years related experience.
Accounting Clerk III	Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.	HS Diploma or equivalent and minimum 4 years related experience.
Aircraft Mechanic Helper	Assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties. Adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools. Removes inspection plates, cowling, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed. Disconnects instruments, ignition systems, and fuel and oil lines. Assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections. Performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment. Cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions.	HS diploma and a minimum of 4 years of related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun. May assist flight line mechanic in servicing and repairing aircraft prior to flight.	
Aircraft Mechanic I	Services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. Repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. Reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components. Examines engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves. Inspects turbine blades to detect cracks or breaks. Tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, and ammeter, to locate source of malfunction. Replaces or repairs worn or damaged components, such as carburetors, alternators, and magnetos, using hand tools, gauges, and testing equipment. Removes engine from aircraft, using hoist or forklift truck.	HS diploma or equivalent and a minimum of 6 years of related experience.
Aircraft Servicer	Services aircraft, performing any combination of the following tasks. Directs incoming and outgoing aircraft near terminal area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck With guiding sign. Secures aircraft in parking position with blocks and stakes. Operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste. Checks for fuel contamination by draining sumps and fuel drains. Operates ground support equipment such as electrical power supply and engine starting units. Examines tires for specified air	HS Diploma or equivalent and 3 years of related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	pressure and condition. Removes and replaces defective tires. Positions and removes boarding platforms to unload or load aircraft passengers. Unloads and loads luggage, mail, freight, and other cargo, using tow truck with luggage carts. Cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. May deice aircraft wings and assemblies, using glycol mixture. May load and unload containers of food, beverages, and dishes for in-flight meal services.	
Aircraft Worker	Makes repairs to aircraft following orders of higher grade worker. Removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings; bad actuators, accumulators, gauges, sections of corroded fuel and oil lines, worn cable pulleys, frayed spark plug cables, and burned-out landing lights, using hand tools. Makes adjustments and settings such as cable tension and seat movement settings and adjustments. Obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals and by making comparisons with samples. Services engines and aircraft components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition.	HS Diploma or equivalent and 3 years of related experience.
Carpenter, Maintenance	Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	HS Diploma or equivalent and 2 years related experience.
Computer Operator I	Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.	HS Diploma or equivalent and 1 year related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
Computer Operator II	Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.	HS Diploma or equivalent and 3 years related experience.
Computer Operator III	Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.	HS Diploma or equivalent and 6 years related experience.
Computer Operator IV	Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.	HS Diploma or equivalent and 8 years experience.
Computer Operator V	Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level	HS Diploma or equivalent and 10 years of experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.	
Computer Programmer I (1)	Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in Level II) under close supervision. In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff. May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.	BS/BA or certification and 2 years related experience.
Computer Programmer II (1)	At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear-cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.	BS/BA or certification and 4 years of related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
Computer Programmer III (1)	As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems.	BS/BA or certification and 6 years related experience.
Computer Programmer IV (1)	Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.	BS/BA and 8 years of related experience or certification and 8 years of experience

Labor Category	Labor Category Description	Education/Experience Requirements
Computer Systems Analyst I (1)	At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.	BS/BA and 0 years related experience; or Certification and 4 years of related experience may be substituted.
Computer Systems Analyst II (1)	Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.	BS/BA and 2 years related experience; or Certification and 6 years of related experience may be substituted

Labor Category	Labor Category Description	Education/Experience Requirements
Computer Systems Analyst III (1)	<p>Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records.</p>	<p>BS/BA and 4 years related experience; or Certification and 8 years of related experience may be substituted.</p>
Dispatcher, Motor Vehicle	<p>Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as handtrucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.</p>	<p>HS Diploma or equivalent and 2 years related experience.</p>

Labor Category	Labor Category Description	Education/Experience Requirements
Document Preparation Clerk	Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.	HS Diploma or equivalent and minimum 3 years related experience.
Electrician, Maintenance	Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	HS Diploma or equivalent and/or formal apprenticeship training and 3 years related experience.
Electronics Technician Maintenance I	Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Receives technical	HS diploma or equivalent and 2 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.	
Electronics Technician Maintenance II	Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.	HS diploma or equivalent and 4 years related experience.
Electronics Technician Maintenance III	Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.	HS diploma or equivalent and 5 years related experience.
Engineering Technician I	Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: <ul style="list-style-type: none"> o Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. o Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. o Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified 	BS and 1 year related experience; certification and 2 years experience in a related field is an acceptable substitution.

Labor Category	Labor Category Description	Education/Experience Requirements
	formulas; plots data and draws simple curves and graphs.	
Engineering Technician II	<p>Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non-routine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> o Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. o Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. o Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form. 	BS/BA and 2 years related experience; certification and 4 years experience in a related field is an acceptable substitution.
Engineering Technician III	<p>Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> o Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions. o Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. o Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, 	BS/BA and 4 years related experience; certification and 5 years experience in a related field is an acceptable substitution.

Labor Category	Labor Category Description	Education/Experience Requirements
	<p>sets up, and operates standard test equipment and records test data.</p> <ul style="list-style-type: none"> o Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. o Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. 	
Engineering Technician IV	<p>Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> o Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts. 	BS/BA and 6 years related experience; or certification and 6-8 years experience in a related field.

Labor Category	Labor Category Description	Education/Experience Requirements
Engineering Technician V	<p>Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> o Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. o From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. o Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations. 	<p>BS/BA and 8 years related experience; or certification and 8-10 years experience in a related field.</p>

Labor Category	Labor Category Description	Education/Experience Requirements
Engineering Technician VI	<p>Serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> o Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). o Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. o Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. o Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment. 	BS/BA and 10 years related experience; or certification and 10-12 years experience in a related field.

Labor Category	Labor Category Description	Education/Experience Requirements
Firefighter	<p>May drive vehicle to scene of fire following predetermined route, or selecting alternate route when necessary. Positions vehicle considering such factors as wind direction, sources of water, hazards from falling structures, and location of armaments or aircraft. Operates pumps, foam generators, boom and ground sweeps nozzles, and other similar equipment. Uses a variety of special protective gear in situations where poisonous gases, radioactive materials, and hazardous biological products are involved. Determines proper pressures for the distances to be pumped and the number of lines being used. When operating a crash truck, maneuvers vehicle to keep the fire in optimum range while ensuring that backflash will not occur. Maintains a constant awareness of water levels in self-contained tanks and warns handline and rescueman when tanks are close to running dry. Performs daily preventive maintenance inspection of vehicle and equipment. Performs minor maintenance such as oil changes, replacing packing in pumps, and draining and flushing tanks, and otherwise ensuring that all equipment is in usable condition.</p>	<p>HS diploma or equivalent and 6 years related experience.</p>
Forklift Operator	<p>Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.</p>	<p>HS diploma or equivalent and 1 year related experience.</p>
Fuel Distribution System Mechanic	<p>Maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments. Inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges such as distribution lines, float gauges, piping valves, pumps, and roof sumps. Inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment. Lubricates and repacks valves. Lubricates pumps, replaces gaskets, and seals and corrects pumping equipment misalignment. Cleans strainers and filters, services water separators, and checks meters for correct delivery and calibration. Overhauls system components such as pressure regulating valves and excess valves. Disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them. Removes and installs equipment such as filters and piping to modify system or repair and replace system component. Cleans fuel tanks and distribution lines. Removes corrosion and</p>	<p>HS diploma or equivalent and 4 years related experience.</p>

Labor Category	Labor Category Description	Education/Experience Requirements
	repaints surfaces. Overhauls vacuum and pressure vents, floating roof seals, hangers, and roof sumps. Maintains record of inspections and repairs.	
General Clerk I	Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.	HS Diploma or equivalent and minimum 1 year related experience.
General Clerk II	Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.	HS Diploma or equivalent and minimum 3 years related experience.
General Clerk III	Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.	HS Diploma or equivalent and minimum 4 years related experience
General Maintenance Worker	Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes;	HS diploma or formal apprenticeship/training and 2 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	and performing general maintenance on equipment and machinery.	
Graphic Artist	The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.	BS or equivalent training and 4 years related experience.
Guard I	Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training.	HS diploma or equivalent and 1 year related experience.
Guard II	Enforces regulations designed to prevent breaches of security. Exercises judgment and use discretion in dealing with whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.	HS diploma or equivalent and 1 year's related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
Heating, Ventilation & Air-Conditioning Mechanic	Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source.	HS diploma or equivalent and/or formal training program and 2 years related experience.
Heavy Equipment Mechanic	Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.	HS Diploma or formal apprenticeship/training and 2 years related experience.
Heavy Equipment Operator	Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load or move dirt, gravel or other materials. Operator may read and interpret grade and slope stakes	HS Diploma or equivalent and/or formal training program and 4 years of related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	and simple plans. May grease, adjust and make emergency repairs to equipment.	
Data Entry Operator I	Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.	HS Diploma or equivalent and 6 months related experience.
Data Entry Operator II	Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I. Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.	HS Diploma or equivalent and minimum 1 year related experience
Laborer	Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand-trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash.	HS diploma or equivalent and 1 year related experience.
Library Technician	Carries out research activities in a library. Processes requests for research information and compiles information on related topics. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job	BS and 0 years of related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	
Machinery Maintenance Mechanic	Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	HS diploma or equivalent or formal apprenticeship training and 2 years related experience.
Machine-Tool Operator (Tool Room)	Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: Planning and performing difficult machining operations which require complicated setups or a high degree of accuracy; setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined; determining proper feeds, speeds, tooling, and operation sequence or selecting those prescribed in drawings, blueprints, or layouts); using a variety of precision measuring instruments; and making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. May be required to select proper coolants and cutting and lubricating oils, to recognize when tools need dressing, and to dress tools.	HS Diploma or equivalent, formal apprenticeship and 4 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
Machinist, Maintenance	Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.	HS diploma or equivalent or formal training program and 2 years related experience.
Maintenance Trades Helper	Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.	HS diploma or equivalent and 1 year related experience.
Material Coordinator	Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if	HS Diploma or equivalent and 6 years of related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand.	
Material Expediter	Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.	HS Diploma or equivalent and 4 years related experience.
Material Handling Laborer	Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. Excluded from this definition are workers whose primary function involves: <ul style="list-style-type: none"> o Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process); o Stocking merchandise for sale; o Counting or routing merchandise; o Operating a crane or heavy-duty motorized vehicle such as forklift or truck; o Loading and unloading ships (longshore workers); 	HS Diploma or equivalent and 1 year of related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	o Traveling on trucks beyond the establishment's physical location to load or unload merchandise.	
Messenger Courier	Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.	HS Diploma or equivalent and 6 months related experience.
Order Clerk I	Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.	HS Diploma or equivalent and minimum 1 year related experience.
Order Clerk II	This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations..	HS Diploma or equivalent and 1 year's related experience.
Order Filler	Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.	HS Diploma and 1 years related experience.
Painter, Maintenance	Performs all types of industrial painting work. Prepares various surfaces for painting by washing, scraping, burning, sanding, sandblasting or other means as necessary. Mixes, matches, and blends various paints, enamels, lacquers, varnishes, stains and special protective coatings to achieve desired color,	HS diploma or equivalent and 2 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	consistency, and drying properties. Caulks, putties, cements or plasters holes and cracks. Cuts and replaces glass in windows and doors.	
Parking and Lot Attendant	Operates daily activity in a parking lot. Checks vehicles in and out of lot. May be required to move and/or park vehicles. Controls authorized entry and use of lot. Refers parking related problems arising within the facility to appropriate authorities for administrative action, ticketing or other law enforcement activity deemed warranted.	HS Diploma or equivalent and 6 months related experience.
Personnel Assistant I	Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.	HS Diploma or equivalent and 1 year's related experience.
Personnel Assistant II	Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in	HS Diploma or equivalent and 2 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	<p>correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.</p>	
<p>Personnel Assistant III</p>	<p>Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally.</p>	<p>HS Diploma or equivalent and four years related experience.</p>

Labor Category	Labor Category Description	Education/Experience Requirements
Photographer I	Creates and prepares photographic images to display in a variety of published mediums. Selects and assembles equipment according to subject material, anticipated conditions, and knowledge of function of various types of cameras, lenses, films, and accessories. Views subject and setting and plans composition, camera position, and camera angle to produce desired effect. May mix chemicals, and process film and photographic paper. Also may spot and retouch prints and negatives. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.	Associates degree or formal training and 2 years related experience.
Pipefitter, Maintenance	Lays out, fabricates, assembles, installs, and maintains piping and piping systems, fixtures, and equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial processing systems.	HS diploma or equivalent and 2 years related experience. Formal training program may be substituted for experience.
Plumber, Maintenance	Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking.	HS diploma or equivalent and/or apprenticeship training program and 2 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
Pneudraulic Systems Mechanic	Maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases). Tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics. Modifies, repairs or disassembles and overhauls systems or components.	HS diploma or equivalent and/or apprenticeship training program and 2 years related experience.
Production Control Clerk	Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies.	HS diploma or equivalent and 3 years related experience.
Rigger	Assembles rigging to lift and move equipment or material in manufacturing plant or shipyard. Selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps. Attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook. Gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. Sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers	HS diploma or equivalent and 4 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	engaged in hoisting machinery and equipment into ships.	
Scale Mechanic	Installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights. Moves scale into position, using hoists and rollers. Inserts shims between scale base and foundation to level scale. Secures scale to foundation, using hand tools. Tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications. Turns sets crews to adjust spring scales. Disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings, using bench grinder, hand tools, and power tools. Straightens, cleans, and repaints structural parts of scale. May install, adjust and repair electronically controlled scales.	HS diploma or equivalent and 2 years related experience.
Scheduler, Maintenance	Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.	HS Diploma or equivalent and 1 year related experience.
Secretary I	Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following: o Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name; o Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background	HS Diploma or equivalent and 1 year's related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	<p>materials, as directed. May attend meetings and record and report on the proceedings;</p> <ul style="list-style-type: none"> o Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed; o Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. o Refers non-routine requests to supervisor or staff; o Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing. 	
Secretary II	<p>Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office that often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:</p> <ul style="list-style-type: none"> o Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized; o Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations; o Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems; o Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts; o In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is 	HS diploma or equivalent and 2 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	furnished in timely manner; decides whether executive should be notified of important or emergency matters.	
Secretary III	Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	HS diploma or equivalent and 6 years related experience.
Service Order Dispatcher	Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment.	HS diploma or equivalent and 3 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
Sheet-Metal Worker, Maintenance	Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.	HS diploma or equivalent and 4 years related experience.
Shipping Packer	Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.	HS diploma or equivalent and 1 year related experience.
Shipping/Receiving Clerk	Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and	HS Diploma or equivalent and 1 years of related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.	
Shuttle Bus Driver	Drives minibus or van to transport clients, trainees, or company personnel: Drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. May assist disabled passengers into and out of vehicle. May secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. May operate radio or similar device to communicate with base station or other vehicles to report disruption of service. May clean and/or service vehicle with fuel, lubricants, and accessories. May keep records of trips and/or behavior of passengers. May perform other duties when not driving, such as custodial and building maintenance tasks.	HS Diploma or equivalent and 3 years related experience.
Small Engine Mechanic	Repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools. Locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects. Replaces or repairs parts, such as rings and bearings, using hand tools. Cleans and adjusts carburetor and magneto. Starts repaired engines and listens to sounds to test performance.	HS diploma or equivalent and 2 years related experience.
Stock Clerk	Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use	HS Diploma or equivalent and 1 year's related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	<p>of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.</p>	
Store Worker I	<p>Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.</p>	<p>HS Diploma or equivalent and 1 year's related experience.</p>
Supply Technician	<p>Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work</p>	<p>HS Diploma or equivalent and minimum 5 years related experience.</p>

Labor Category	Labor Category Description	Education/Experience Requirements
	methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.	
Survey Worker	Manages and coordinates surveys and investigations of land surfaces. Ensures compliance to all applicable regulations and requirements including boundary calculations and legal issues. Ensures projects are completed on time and within budget. Acts as advisor to land surveying team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Leads and directs the work of others. Typically reports to a unit/department head.	Formal training or certification and 5 years related experience
Receptionist	Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.	HS Diploma or equivalent and 1 year related experience.
Technical Writer I	Responsible for directing the activities of a group of technical writers for the purpose of producing a product and technical documentation. Responsible for the employment, training, motivation and evaluation of assigned employees. Duties include setting guidelines and standard procedures for producing documentation, establishing documentation schedules and serving as editing point for final documents. Responsible for creating documents from technical information provided	BS/BA or certification and 8 years of related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	by technical staff or ensuring documents produced by technical staff are consistent with formats and standards.	
Telecommunications Mechanic I	Installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems including intercom and public address systems; alarm systems; teletype equipment; and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. Runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.	HS diploma or equivalent and 2 years related experience.
Telecommunications Mechanic II	Installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. Analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. They maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records and spare parts inventories.	HS diploma or equivalent and 4 years related experience.
Tools and Parts Attendant	Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.	HS Diploma or equivalent and 1 year's related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
Truckdriver, Light	Straight truck, under 1 1/2 tons, usually 4 wheels.	HS Diploma or equivalent and 3 years related experience.
Truckdriver, Medium	Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.	HS Diploma or equivalent and 4 years related experience.
Truckdriver, Heavy	Straight truck, over 4 tons, usually 10 wheels.	HS Diploma or equivalent and 4 years related experience.
Truckdriver, Tractor-Trailer	Rated capacity is the gross vehicle weight minus the empty weight of the vehicle.	HS Diploma or equivalent and 4 years related experience.
Warehouse Specialist	As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.	HS Diploma or equivalent and 5 years of related experience including 1 year of supervisory experience
Welder, Combo, Maintenance	Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet certification standards of	HS diploma or equivalent and 4 years related experience. Formal apprenticeship program may be substituted for experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	governmental agencies or professional and technical associations.	
Word Processor I	Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.	HS Diploma or equivalent and 2 years related experience.
Word Processor II	Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.	HS Diploma or equivalent and 2 years related experience.
Word Processor III	Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special	HS Diploma or equivalent and 6 years related experience.

Labor Category	Labor Category Description	Education/Experience Requirements
	command functions. Independently completes assignments and resolves problems.	
Exempt Labor Categories		
Civil Engineer Jr	Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Includes architectural, structural, traffic, ocean, and geo-technical engineers.	A bachelor's degree and 3 years of related experience are required.
Civil Engineer Sr	Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Includes architectural, structural, traffic, ocean, and geo-technical engineers.	A bachelor's degree and 6 years of related experience are required.
Computer Program Analyst	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing for a large-scale mainframe computer system. Maintains and develops on-line and batch application programs. Develops and implements a disaster recovery plan. Works with project members to develop specifications, diagrams and flowcharts. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Requires a bachelor's degree in area of specialty and at least 8 years of experience in the field or in a related area.
Contract Administrator	Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. . Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and	Requires a bachelor's degree and 2 years of experience in the field or in a related area

Labor Category	Labor Category Description	Education/Experience Requirements
	accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.	
Contract Manager	Prepares proposals, negotiates contracts, and administers commercial and government contracts in accordance with company policies and legal requirements. . Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.	Requires a bachelor's degree with at least 5 years of experience in the field
Contract Specialist	Negotiates with suppliers to draw up procurement contracts: Negotiates, administers, extends, terminates, and renegotiates contracts. Formulates and coordinates procurement proposals. Directs and coordinates activities of workers engaged in formulating bid proposals. Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations.	Requires a bachelor's degree in area of specialty and 6 years of experience in the field or in a related area.
Director of Operations	Directs the daily activities of the facilities department. Oversees the functioning of building systems including mechanical, fire/life safety, elevators etc. May manage a staff of employees in the maintenance of buildings and grounds. Oversees contractors for facilities renovation projects entailing HVAC, electrical, production floor arrangement, etc. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is required. Leads and directs the work of others. Typically reports to a top management.	Requires a bachelor's and at least 10 years of experience in the field.
Editor	Manages and approves print production schedules, print specifications, and internal budgets. Oversees requests for bids, customer quotations, and purchase orders for vendors. May produce presentations and other creative print media based on content prepared by professional staff. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.	Requires a bachelor's degree or its equivalent and at least 7 years of experience in the field or in a related area.

Labor Category	Labor Category Description	Education/Experience Requirements
Electrical Engineer Jr	Design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.	A bachelor degree and 3 years of related experience are required.
Electrical Engineer Sr	Design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.	A bachelor degree and 6 years of related experience are required.
Facility Manager	Assures the optimal functioning of building systems including mechanical, fire/life safety, elevators etc. May manage a staff of employees in the maintenance of buildings and grounds. May oversee contractors for facilities renovation project entailing, HVAC, electrical, production floor arrangement, etc. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.	Requires a bachelor's degree and at least 5 years of experience in the field.
Logistics Engineer Jr	Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures, or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.	Associates degree and 2 years of experience.
Logistics Engineer Sr	Provides expert judgment and analysis for the design, development and implementation of technical products and systems. Resolves highly complex technical issues and conducts advanced research. Recommends alterations to development and design to improve quality of products and/or procedures. . Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.	Requires a bachelor's degree in engineering and 6 years of experience in the field or in a related area
Maintenance Analyst Jr.	Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals.	Requires a bachelor's degree and 4 years of experience in the field; a HS diploma, or equivalent, and 8 years of experience in the

Labor Category	Labor Category Description	Education/Experience Requirements
	Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.	field is an acceptable substitution.
Maintenance Analyst Sr.	Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Requires a bachelor's and 6 years of experience in the field; a HS diploma, or equivalent, and 10 years of experience in the field is an acceptable substitution.
Material Movement Engineer Jr	Manages and oversees overall supply chain operations, including purchasing and inventory of materials as well as selection of vendors. Makes recommendations to improve productivity, quality, and efficiency of operations. Coordinates and resolves issues regarding existing and new products. Interacts with customers to ensure that all requirements are being met. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.	Requires a bachelor's degree in area of specialty and 5 years of experience in the field or in a related area
Mechanical Engineer Jr	Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems.	A bachelor degree and 3 years in industrial engineering or related field are required.
Mechanical Engineer Sr	Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems.	A bachelor degree and 6 years in industrial engineering or related field are required.
Operations Manager	Manages and directs an organization's operational (non-manufacturing) policies, objectives, and initiatives. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a	Requires a bachelor's with at least 8 years of experience in the field.

Labor Category	Labor Category Description	Education/Experience Requirements
	variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a senior manager or head of unit/department.	
Operations Supervisor	Supervises the daily activities of an operations unit. Determines workflow and scheduling. Implements operational policies and procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to the Operations Unit Manager.	Requires a high school diploma or its equivalent with 3 years of experience in the field or in a related area.
Principal Quality Assurance Specialist	Responsible for all activities involving quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. . Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Requires a bachelor's degree and at least 8 years of direct experience in the field
Principal Civil Engineer	Supervises a team of civil engineers who design and develop construction projects such as airports, bridges, channels, dams, railroads, and roads. Ensures maintenance of equipment and adherence to safety prevention measures. Monitors personnel needs and schedules staff accordingly. Also responsible for preparing proposals, establishing completion dates and cost estimates, and evaluation results. A level III supervisor has full authority and may be considered lower middle management Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Requires a bachelor's degree in area of specialty and 8 yrs or direct experience in the field.
Principal Electrical Engineer	Supervises a team of electrical engineers who design, develop, and test all aspects of electrical components, equipment, and machinery. May work with other engineering teams to increase efficiency, and production quality and volume. Applies principles and techniques of electrical engineering to accomplish goals. A level III supervisor has full authority and may be considered lower middle management. . Familiar with a variety of the field's concepts, practices, and procedures. Relies on	Requires a bachelor's degree in area of specialty and 8 yrs of direct experience in the field.

Labor Category	Labor Category Description	Education/Experience Requirements
	extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	
Principal Logistics Engineer	Analyze, model and optimize distribution networks using logistics software. This covers more than one of the following: location of sites, allocation of resources, inventory placement and size, selection of transportation mode, freight consolidation, closed loop tours, dedicated opportunities, continuous moves, intermodal. Collect, process and maintain data for analysis. Implement, monitor and adjust solutions, working with the Operations Group. Interact with clients to understand their distribution network. Helps to establish and refine procedures for analysis. Assist in the development of productibility, manufacturing processing, equipment and process improvement, quality engineering, software quality, software configuration management, and procurement quality engineering.	A bachelor degree and 6 years of related experience are required.
Principal Maintenance Analyst	Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Requires a bachelor's degree in area of specialty and at least 8 years of experience in the field or in a related area.
Principal Mechanical Engineer	Plans and directs all aspects of mechanical engineering activities within an organization. Ensures all mechanical engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives. Oversees the design of products such as engines, instruments, controls, robots, machines, etc. May oversee fabrication, operation, application, installation, and/or repair of mechanical products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and	Requires a bachelor's degree in engineering and 8 years of experience in the field.

Labor Category	Labor Category Description	Education/Experience Requirements
	<p>judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.</p>	
Principal Process Engineer	<p>Performs complex analysis, design, and/or assembly related to product design, manufacturing, software, or engineering projects. Defines, interprets, and develops quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements. Investigates and analyzes unique or highly technical manufacturing and customer issues providing technical assistance in establishing procedures and methods. Reviews and evaluates complex in-process rejections and trends implementing corrective action as needed. Interfaces with customers, vendors, and all company surveillance of a complex nature in the control of product, design concepts, software, and specification requirements. Provides leadership in the areas of productibility, manufacturing processing, equipment and process improvement, quality engineering, software quality, software configuration management, and procurement quality engineering.</p>	<p>A bachelor degree, PMP certification, and 7 years of related experience are required.</p>
Process Engineer Jr	<p>Performs moderately complex analysis, design and/or assembly related to product design, manufacturing, software, or engineering projects. Defines, interprets, and develops quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements. Investigates and analyzes unique or highly technical manufacturing and customer issues providing technical assistance in establishing procedures and methods. Reviews and evaluates complex in-process rejections and trends implementing corrective action as needed. Interfaces with customers, vendors, and all company departments to resolve technical and quality problems. Performs technical surveillance of a complex nature in the control of product, design concepts, software, and specification requirements. Provides leadership in the areas of productibility, manufacturing processing, equipment and process improvement, quality engineering, software quality, software configuration management, and procurement quality engineering.</p>	<p>A bachelor degree and 5 years of related experience are required.</p>

Labor Category	Labor Category Description	Education/Experience Requirements
Process Engineer Sr	Plans and directs all aspects of engineering activities within an organization. Ensures all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives. Directs the work of others. Typically reports to CEO or top management.	Requires a bachelor's degree in engineering and 10 years of experience in various engineering field.
Program Manager, Jr.	Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. . Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Requires a bachelor's degree and at least 7 years of experience in the field or in a related area.
Program Manager, Sr.	Responsible for planning, organizing and managing a project, or series of smaller projects or a definable piece of a larger program for successful completion and performance consistent with contractual agreements. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading or assisting with proposals. Projects managed are typically of moderate technical complexity.	A bachelor's degree and 10 years in a related technical environment and five to seven years prior related project management experience are required.
Project Manager	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.	Requires a bachelor's degree and at least 10 years of experience in the field or in a related area.

Labor Category	Labor Category Description	Education/Experience Requirements
Publication Services Manager	Administers publication policies and procedures that cover two or more functional areas in the publication job family. Ensures employees in functional areas follow established procedures and generate finished work product under time and budgetary constraints and ensures product yields the expected outcome. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.	Requires a bachelor's degree and 7 years of experience in the field or in a related area.
Quality Assurance Specialist Jr.	Performs inspections and sets quality assurance testing models for analysis of raw materials, materials in process, and finished products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.	Requires a bachelor's degree and 4 years of experience in the field or in a related area.
Quality Assurance Specialist Sr.	Performs inspections and sets quality assurance testing models for analysis of raw materials, materials in process, and finished products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected. May report to an executive or a manager.	Requires a bachelor's degree in area of specialty and 6 years of experience in the field or in a related area.
Software Engineer	Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas.	Requires a bachelor's degree and 4 years of experience in the field.
Sr. Graphics/Design Illustrator	Plans, directs, and coordinates all activities in the art department. Works with marketing department to design TV commercials, catalogs, brochures, etc. Responsible for preparing reports concerning productivity, changes in workflow, and other factors that affect expenditures..	Requires bachelor's degree and at least 7 years of experience in the field

Labor Category	Labor Category Description	Education/Experience Requirements
	Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.	
Technical Publications Manager	Manages and coordinates company publications of organizational policies and procedures. May utilize bulletins, email, or newsletters to ensure effective communication. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.	Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area.
Technical Training Manager	Manages, participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outlines, text, handouts, tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department.	Requires a bachelor's degree and at least 7 years of technical experience.
Warehouse Manager Jr	Supervises the receiving, storing, packing, and shipping of merchandise or materials. Maintains stock records and schedules. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.	Requires a high school diploma or its equivalent with at least 4 years of experience in the field or in a related area.
Warehouse Manager Sr	Manages all warehouse activities. Manages the warehouse ensuring the receipt, co-ordination and safety of goods coming through a warehouse. Also ensures that orders arrive and are dispatched on time to the appropriate destinations and in the expected quantities. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of	Requires a high school diploma or its equivalent with 5 years of experience in the field or in a related area.



Labor Category	Labor Category Description	Education/Experience Requirements
	complicated tasks. A degree of creativity and latitude is required. Leads and directs the work of others. Typically reports to a senior manager.	